



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

AD HOC COMMITTEE TO EVALUATE RECONFIRMATION OF PERSONNEL OPENINGS

THURSDAY, JUNE 5, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation
5. Statistical Summary of Ad Hoc Actions Re: Vacant Personnel Openings (mailed)
6. Evaluation and Recommendation to Personnel Committee Regarding Determination of Each Vacant Personnel Opening (mailed)
7. New Business
8. Public Participation
9. Adjournment

MEMBERS: Camphous-Peterson-Chair, Sauger, DiMaria, Switalski, Doherty and Crouchman (ex-officio)

MACOMB COUNTY BOARD OF COMMISSIONERS

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STATISTICAL SUMMARY OF AD HOC ACTIONS REGARDING VACANT PERSONNEL OPENINGS

AD HOC OF MARCH 5, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Computer Maintenance Clerk	County Clerk/ROD	1	1 (Post-poned)	
Typist Clerk III	Equalization	1		1
Licensed Boiler Operator, 1st Class	Facilities & Operations	1	1 (Post-poned)	
Computer Maintenance Clerk	Health	1	1	
Division Director, Health Promotion/Disease	Health	1	1*	
Environmentalist II/III	Health	2	2	
Business Systems Analyst	IT	2	2	
	TOTAL	9	8	1

AD HOC OF APRIL 3, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
General Counsel	Circuit Court	1	1*	
Case Manager II	Community Mental Health	1	1	
Computer Maintenance Clerk	County Clerk/ROD	2	2	
Custodian I/II	Facilities & Operations	3	2	1
Licensed Boiler Operator, 1st Class	Facilities & Operations	1	1	
Data Entry Clerk	Friend of the Court	2	2	
Enforcement Investigator	Friend of the Court	1	1	
Public Health Nurse II	Health	1	1	
Personal Property Tax Collector	Treasurer	1	1	
Typist Clerk I/II	Veterans Services	1	1 (Post-poned)	
	TOTAL	14	13	1

* 20 Week Hiring Waiver

AD HOC OF MAY 1, 2008 (Waived to 05-12-08 Personnel Committee)

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Administrative Assistant III	Community Mental Health	1	1	
Case Manager II	Community Mental Health	1	1	
Registered Nurse	Community Mental Health	1	1	
Account Clerk I/II	Health	1	1	
Coordinator of Security	Juvenile Justice Center	1	1	
Paralegal	Senior Citizen Services	1		1 (Post-poned)
Computer Maintenance Clerk	Sheriff	1	1	
Typist Clerk I/II	Veterans Services	1	1	
Counselor II	Veterans Services	1	1	
TOTAL		9	8	1

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Evaluate and recommend to the Personnel Committee regarding
_____ the determination of each vacant personnel opening, either to reconfirm
_____ or to eliminate the position

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair
_____ Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings

CLASSIFICATION

DEPARTMENT

One Dietitian (Jennifer Kasprzyk)

Reason for Position being Vacant: Resignation
Date Position to be Vacant: 04-30-08

Health

One Public Health Nurse II (Nancy Karcz)

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 05-16-08

Health

One Account Clerk III (Cynthia Jean Wiegand)

Reason for Position being Vacant: Resignation
Date Position to be Vacant: 05-02-08

Martha T. Berry

One Administrative Secretary (Gail McAlpine)

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 07-31-08

Martha T. Berry

One Computer Maintenance Clerk (Cheri Bushman)

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 01-02-08

Prosecuting Attorney

One Paralegal (Incoronada Delfuoco)

Reason for Position being Vacant: Retirement
Date Position to be Vacant: 12-28-07

Senior Citizen Services

COMMITTEE/MEETING DATE

Ad Hoc Committee to Evaluate
Reconfirmation of Personnel
Openings 06-05-08



HEALTH DEPARTMENT

Mount Clemens Health Center

43525 Elizabeth Road
Mount Clemens, Michigan 48043
586-469-5235 FAX 586-469-5885
macombcountymi.gov/publichealth

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APR 23 2008
HUMAN RESOURCES

Thomas J. Kalkofen
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

April 21, 2008

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER

SUBJECT: JUSTIFICATION FOR FILLING
WIC DIETITIAN

The Macomb County Health Department requests approval to fill the above captioned position. This vacancy is created by the resignation of Ms. Jennifer Kasprzyk on April 30, 2008.

The employee in this classification, under direction of an assigned supervisor, plans and coordinates the nutrition component of the Women, Infant and Children program; provides skilled nutrition counseling services; acts as a dietary resource person to community agencies and the public.

This program is **100% Grant Funded**. Program funding is essential to maintain case load, failure to promptly fill this position will result in a loss of revenue to the County. In order to maintain quality of service, program continuity and assist families in Macomb County enrolled in the W.I.C. program, it is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

cc: M. Parent
M. Jarvis
M. Green

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MAY - 8 2008

Describe how this position is funded:	%	100 %	%
County	Grant	Other	

The WIC Dietitian is a bachelor prepared health professional with formal training in therapeutic and normal nutrition. The purpose of this position is to plan and coordinate the nutrition component of the Women, Infants and Children Supplemental Nutrition Program (WIC). The WIC Dietitian provides risk assessment and counseling as mandated by the USDA and serves as a nutrition resource person to community agencies and the public.

All county residents who meet the eligibility criteria may apply and participate at no cost.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Program Manager	1
Same Classification Within Department or Program	WIC Dietitian, full time WIC Dietitian, part time	3 3
Other Classifications Reporting to this Immediate Supervisor	Community Health Technician, Account Clerk, Typist Clerk, Outreach Worker.	14
Classifications Directly Supervised by this Classification (if applicable)	None	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The WIC Dietitian serves as team leader for the WIC team, consisting of Community Health Technicians, Account Clerks, Typist Clerks and an Outreach Worker. As team leader, the WIC Dietitian directs the work flow, assigns tasks and responsibilities, serves in a consulting capacity on policies and procedures and makes decisions on client services. The WIC Dietitian also assists in training new staff in these classifications, and assists the Program Manager with monitoring and evaluating staff performance.

Problem Solving Challenges: *Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

The WIC Dietitian's primary responsibility involves the certification (enrollment) of applicants into the program. During a typical day, the WIC Dietitian is responsible for the certification of up to 35 applicants, depending on the show rate for that day's appointments. This is a very fast-paced work environment with very little room for error. With so little time spent on each client, the WIC Dietitian must quickly prioritize the nutrition problem list for each client and address only the most urgent needs. On any given day, the WIC Dietitian may be faced with applicants struggling with severe medical conditions, physical disabilities, or mental impairments with little or no time to prepare a nutrition care plan.

Often there are clients who arrive late, or on the wrong day, or to the wrong location, walk-ins, or clients with missing documentation that the WIC Dietitian, as team leader, must make an immediate decision on the provision of service. In addition, a member or members of the team may be missing due to illness, vacations or position vacancy and the WIC Dietitian may have to make a reassignment of duties and responsibilities within the team to ensure that client services are completed according to mandated standards.

The WIC Dietitian provides services to a very challenging population: low-income, often undereducated, transient, sometimes illiterate or low reading ability, frequently non-English speaking, homeless, teenaged, and occasionally hostile.

The WIC Dietitian also monitors and troubleshoots conflicts within the team, and reports these to the Program Manager.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Identify participant risk and provide risk education within the WIC certification process	40%	daily	yes
2	Provide basic nutrition counseling, education and information; assists in the development and implementation of secondary nutrition education activities for participants; provide breastfeeding information and support	40%	daily	yes
3	Plans and implements special projects within assigned program area	5%	1-2 days / mo	no
4	Assesses and approves special formula requests	5%	1-3 days/week	yes
5	Serves as team leader; directs the work of the team; makes decisions regarding client services; assists with employee training	5%	daily	no
6	Makes referrals to community and health resources	5%	daily	yes
7				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

2005

25,691 certifications/4.8 FTE WIC Dietitians = 5353 WIC certifications per WIC Dietitian per year

2006

24,252 certifications/4.8 FTE Dietitians = 5052 WIC certifications per WIC Dietitian per year

2007

24,590 certifications/4.8 FTE Dietitians = 5123 WIC certifications per WIC Dietitian per year

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Often there are clients who arrive late, or on the wrong day, or to the wrong location, walk-ins, or clients with missing documentation that the WIC Dietitian, as team leader, must make an immediate decision on the provision of service. In addition, a member or members of the team may be missing due to illness, vacations or position vacancy and the WIC Dietitian may have to make a reassignment of duties and responsibilities within the team to ensure that client services are completed according to mandated standards.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
<p>The Special Supplemental Nutrition Program for Women, Infants and Children is a federally mandated Nutrition Program under Section 17 of the Child Nutrition Act of 1966, administered by the U.S. Department of Agriculture. Under Congressional rules (Code of Federal Regulations, 7 C.F.R. Part 246) only the following individuals on the staff of the local agency are authorized to determine nutritional risk and prescribe supplemental foods: Physicians, nutritionists (bachelor's or master's degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition or Home Economics with emphasis in Nutrition), dietitians, registered nurses, or physician's assistants (certified by the National Committee on Certification of Physician's Assistants or certified by the State medical certifying authority). Of this group of health professionals, the dietitian or nutritionist is probably the most widely available and cost-effective.</p>	<p>The Macomb County Health Department's WIC Program currently serves over 10,000 individuals per year. No other agency within Macomb County, public or private, is poised to deliver WIC services in the same manner. Nationwide, WIC services are provided in over 9,000 clinics within 1,800 local agencies; the majority of these agencies are public health departments. If unable to deliver WIC services, the Macomb County Health Department would be ineligible for Michigan Local Public Health Accreditation.</p>

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Immunization Clinic	Coordinates care within the WIC clinic between immunization nurses and clerks who are co-located in WIC to provide immunization services to clients	Daily
Public Health Nursing	Provides referrals for home visits and follow-up on high-risk pregnant women , infants and young children seen in the WIC clinic who would benefit from a personalized in-home service. Discusses outcomes and future objectives.	Weekly
Michigan State University Extension	Provides guidance and oversight of MSUE employees contracted to assist in the provision of nutrition education to WIC clients.	Weekly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

WIC is a short-term intervention program designed to strengthen families by influencing lifetime nutrition and health behaviors in a targeted, high-risk population. WIC's combination of nutrition education, nutritious foods, breastfeeding support, and health care oversight provides a gateway to good health.

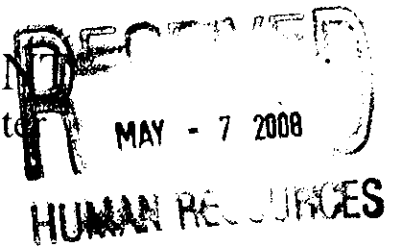
WIC is recognized as the nation's premier public health nutrition program. It has gained this reputation and garnered strong bipartisan support in Congress because of its cost-effective scientifically documented health successes.



HEALTH DEPARTMENT

Mount Clemens Health Center

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Thomas J. Kalkofen
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

May 5, 2008

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER

SUBJECT: REQUEST TO HIRE
PUBLIC HEALTH NURSE II
FAMILY HEALTH SERVICES

The Macomb County Health Department requests approval to fill the open position of Public Health Nurse II left vacant by the retirement of Ms. Nancy Karcz on May 16, 2008.

The nurse in this classification, under the supervision of an assigned supervisor, provides direct nursing services in a clinical, geographic or programmatic area, teaches, consults and acts as public health resource person to individuals, families, community groups and other health care professionals. Documents appropriate data, activities in client records and draws medications into syringes ensuring accuracy for dosage.

In order to maintain quality of service in the Family Health Services program for the citizens of Macomb County, it is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

Attachment

cc: M. Parent
M. Green

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Describe how this position is funded: 100 % % %
 County Grant Other

Same Classification Within Department or Program	Public Health Nurse II	5
Other Classifications Reporting to this Immediate Supervisor	Program Manager, Program Consultant, Community Health Tech, Account Clerk, Computer Maintenance Clerk, Outreach Worker.	9
Classifications Directly Supervised by this Classification (if applicable)	None	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The PHN II works with Account Clerks, Computer Maintenance Clerks and Typist Clerks to assure proper data entry and reporting of services provided in the home, community and clinic settings.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Each PHN II carries a caseload of approximately 24 to 40 clients. Clients are classified as Early On (Medical diagnosis or delay or potential for delay), Public Health (Anticipatory guidance & Education), SIDS/Grief Counseling, Newborn Hearing/ Newborn Screening Follow up (failure of hearing test or blood screen for metabolic disease) or Lead Follow-up (child known to be lead burdened). When providing services in the home, the typical client has one or more children in the home. The nurse provides services to the parent or caregiver and any child in that home. The services include education and anticipatory guidance on what the norm is for the children, as well as what developmental milestones the children should have accomplished for their age and be expected to reach in the near future. If the family is under social or financial stress, or the child is medically fragile, the nurse assists the client in prioritizing the needs of the family and guides the client in setting goals to lessen or eradicate the stressors. This action frequently involves linking the family to other service providers and continued follow-up to assure goals are met.

Another activity of the PHN II is to provide phone resource/referral services; answers to any question phoned in from any resident. The PHN II is often asked for information beyond the realm of what would be considered normal public health concerns. To meet this demand, the PHN II must research other county and private sector programs and resources and maintain easily accessed contact numbers for those needed resources.

In the clinic setting the PHN II typically provides coverage during the lunch hour and during unexpected staff shortages. During increased demand or extended staff shortages the nurse is expected to work in clinic for entire shifts for up to four days a week. This increased demand for clinic support increases the difficulty of monitoring and providing service to their home-based caseload.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Providing Service to clients in the home setting, preparing for the visit, documenting visit & F/U	60%	daily	no
2	Providing immunizations, skin testing and pregnancy testing and counseling in the clinic setting on a daily basis and support flu administration in the clinic and at outreach settings.	30%	1 to 4 days/week	yes
3	Providing Phone and walk-n resource/referral service ; answering questions from the community regarding needed services and linking to needed resources	10%	2 days / mo	no
4				
5				
6				
7				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

2005

Home Visits: 1362 = 109/year/nurse # of Nursing referrals received 862 = 69/nurse/year

Resource/referral phone calls: 6631 = 530/year/nurse Immunization hours: 1799 = 144 hours/nurse/year

2006

Home Visits: 1153 = 92/year/nurse # of Nursing referrals received 930 = 74/nurse/year

Resource/referral phone calls: 6760 = 541/year/nurse Immunization Hours: 2283 = 183 hours/nurse/year

2007

Home Visits: 1200 = 96/year/nurse # of Nursing referrals received 1189 = 95/nurse/year

Resource/referral phone calls: 8519 = 682/nurse/year Immunization Hours: 2283 = 183 hours/nurse/year

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Nursing assessment of medically fragile infants and toddlers. Assistance of coordination of services with a variety of members of a medical team. Assessment of the family unit to assure the safety and well-being of dependent children in the home environment. Assess caregiver capabilities to comprehend instruction and maintain safety & well being of infants and children. Determine level and need for services based on assessments. Assist client in enrolling in services as needed. Perform developmental assessment to determine eligibility for formal evaluation for services through Early On and Macomb Intermediate School District. Refer clients over 3 years of age to local school district for formal evaluation and services.

Assess current status of immunizations on a variety of age children and adults and determine needs for those encounters based on standing orders and administer vaccines accordingly.

Assess level of need of phone resource/referral clients and provide community resources accordingly.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Inability to perform Home visits	Lack of F/u for medically fragile newborn when discharged from the hospital; lack of f/u for lead burdened children; lack of referral to the Early On Program for birth to 3 year olds with developmental delays &/or medical diagnosis; lack of f/u for hearing and newborn birth defect screening; no anticipatory guidance and education for parents of newborns and one less pair of eyes in the home to detect/prevent child abuse.
Inability to maintain adequate customer service in immunization clinic	Longer wait for individual service; inability to staff immunization clinic during peak demand and staff shortage; inability to staff flu outreach.
Inability to maintain daily phone resource referral services.	Inability to services clients in need of a variety of services on a daily basis; inability to link needy citizens (recently unemployed, uninsured, victims of abuse etc.) to community resources and referrals.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Macomb Intermediate School District	Acts as the case coordinator for Early On clients. These clients are birth to 3 years of age with a medical diagnosis, developmental delay or strong potential for developmental delay	weekly
Immunization Clinic	Provides immunizations, skin testing and pregnancy testing and counseling	Daily to weekly
Macomb County Resident	Respond to referrals received from local hospitals and individuals for newborns; Provide home visits and link to community resources; Provides resources and referrals for phone requests for services in the county.	daily

Additional Information:

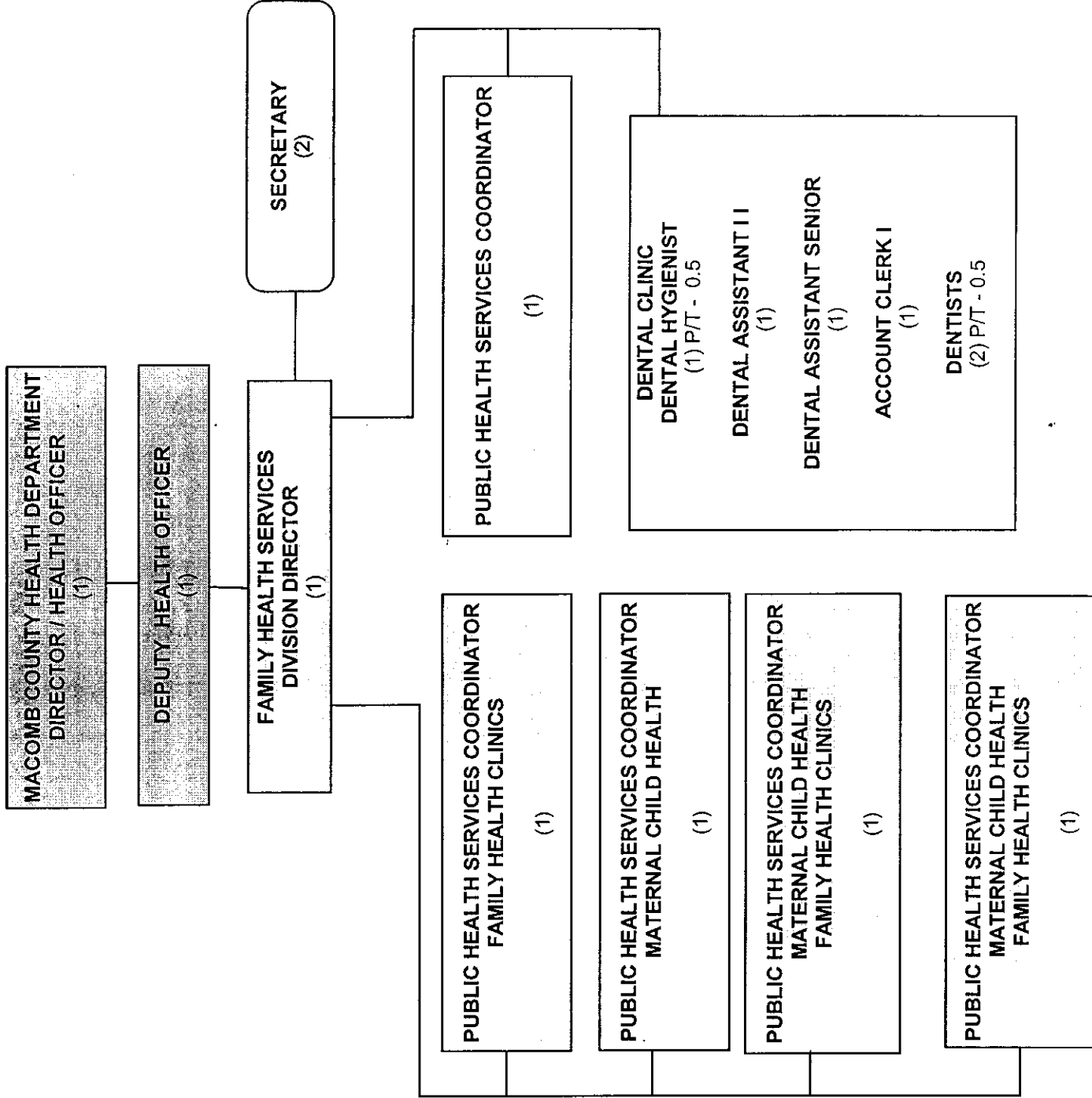
Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

In this time of economic depression in the county, the Public Health Nurse acts as a safety net to the Macomb County residents in most need. Many families have very little support and turn to the nurse for guidance and resources that in better times may have been provided by closely connected family members.

Through education and guidance, the Public Health Nurse prepares parent to better care for and understand their newborn and helps to prevent child abuse caused by the families inability to deal with the stressors in today's hectic environment. They help the parent realize a two-year saying no to everything is just developing normally verses being defiant.

When a newborn is sent home with special needs, the family is dealing with the grief of not having a normal newborn and the stress of dealing with all the specialist. The Public Health Nurse is the person who gives them the support and resources to successful deal with all the changes in their family unit.

Public Health Nurses provide education in the community in the form of Kindergarten Round-ups, Community Health Fairs, at MSU Extension for Day Care Providers, at community agencies like Compassion Pregnancy and also provide individual and group education in the school setting to students and teachers.



FAMILY HEALTH SERVICES
DIVISION DIRECTOR
(1)

PUBLIC HEALTH SERVICES COORDINATOR
FAMILY HEALTH CLINICS
(1)

MT. CLEMENS OFFICE IMMUNIZATION CLINIC

PUBLIC HEALTH NURSE I I I
(1)

PUBLIC HEALTH NURSE I I
(1)

PUBLIC HEALTH NURSE I
(2)

COMPUTER MAINTENANCE CLERK
(4)

TYPIST CLERK I / I I
(1)

IMMUNIZATION IAP
IAP PROGRAM ASSESSOR
(1) *
(1) * P/T - 0.5

PUBLIC HEALTH NURSE I / I I
(6)

SENIOR FLU PROGRAM

NURSES
(8)

CLERKS
(3)
(1) *

**FAMILY HEALTH SERVICES
DIVISION DIRECTOR**
(1)

**PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH**
(1)

MT. CLEMENS FIELD NURSING

PUBLIC HEALTH NURSE I I I
(1)

PUBLIC HEALTH NURSE I I
(5)

COMMUNITY HEALTH TECHNICIAN
(1)

COMPUTER MAINTENANCE CLERK
(2)

ACCOUNT CLERK I I I
(1)

OUTREACH WORKER
(1)

WOMEN, INFANTS & CHILDREN (W.I.C.)

PROGRAM MANAGER
(1)

PHN III
(1)

W.I.C. DIETICIANS
(3)
(4) P/T - 0.5

TYPIST CLERK I I I
(2)

ACCOUNT CLERK I I
(2)

COMMUNITY HEALTH TECHNICIANS
(6)
(3) P/T - 0.5

OUTREACH WORKER
(1)

FAMILY PLANNING

PROGRAM MANAGER
(1)

WOMEN'S HEALTH NURSE PRACTITIONER IV
(2)

PUBLIC HEALTH NURSE I I I
(1)
(2) P/T - 0.5

MEDICAL SOCIAL WORKER
(1) P/T - 0.5

COMMUNITY HEALTH TECHNICIAN
(3)
(2) P/T - 0.5

ACCOUNT CLERK I I I
(1)

FAMILY HEALTH SERVICES
DIVISION DIRECTOR
(1)

PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH/
FAMILY HEALTH CLINICS
(1)

SOUTHEAST OFFICE FIELD NURSING
PUBLIC HEALTH NURSE I I I
(2)
PUBLIC HEALTH NURSE I I
(3)

CHILDREN'S SPECIAL HEALTH CARE SERVICES
PHN III
(1)
TYPIST CLERK I I I
(2)

SOUTHEAST OFFICE IMMUNIZATION CLINIC
PUBLIC HEALTH NURSE I I I
(1)
PUBLIC HEALTH NURSE I
(3)

IMMUNIZATION IAP
IAP PROGRAM ASSESSOR
(1) *

* CONTRACTOR

TYPIST CLERK IV
(1)
COMPUTER MAINTENANCE CLERK
(1)
ACCOUNT CLERK I/I/I
(3)

FAMILY HEALTH SERVICES
DIVISION DIRECTOR
(1)

PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH/
FAMILY HEALTH CLINICS
(1)

SOUTHWEST OFFICE FIELD NURSING

PUBLIC HEALTH NURSE I I I
(2)

PUBLIC HEALTH NURSE I I
(4)

COMPUTER MAINTENANCE CLERK
(1)

ACCOUNT CLERK I / I I
(1)

TYPIST CLERK I / I I
(1)

SOUTHWEST IMMUNIZATION
CLINIC

PUBLIC HEALTH NURSE III
(1)

PUBLIC HEALTH NURSE II
(1)

PUBLIC HEALTH NURSE I
(2)

COMPUTER MAINTENANCE CLERK
(1)

ACCOUNT CLERK I / I I
(2)

IMMUNIZATION IAP
IAP PROGRAM ASSESSOR
(1) *

* CONTRACTOR



Martha T. Berry
Medical Care Facility

43533 Elizabeth Road, Mount Clemens, Michigan 48043
(586) 469-5265 FAX 586-466-7418 www.macombcountymi.gov/marthaberry

APR - 1 2008

HUMAN RESOURCE

Josephine Savalle-Dunn, BSN, RN
Administrator

Governing Board
Roger Facione
Penny Hader
James E. Thompson

March 24, 2008

TO: Mr. Eric Herppich
Human Resources- Labor Relations
Macomb County

RE: Reconfirmation of Vacant Budgeted Position for Cynthia Wiegand

Mr. Herppich:

Please accept my request for reconfirmation of one (1) Account Clerk III.

Our patient census makes it necessary that we seek the above reconfirmation.

Failure to refill will require additional overtime so as to insure adequate patient care in accordance with established Medical Care Facility standards.

Please note this Facility continues to exercise restraint in requesting vacancy reconfirmation. This restraint is numerally governed by patient census.

This vacancy exists due to resignation of position as of 5/2/08.

Josephine Savalle-Dunn
Administrator

cc: personnel file

MACOMB COUNTY BOARD OF COMMISSIONERS

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Leon Drolet - District 26

DEC 17 1999
MAY 27 2000
HUMAN RESOURCES

1

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Director of Nursing	See Organization chart
Same Classification Within Department or Program	Account Clerk III	See Organization chart
Other Classifications Reporting to this Immediate Supervisor	ADONs, Inservice Instructor, Shift Supervisors, Unit Managers, MDS Nurses, Team Leaders, LPNs, CNAs, Unit Clerks, CSR	See Organization chart
Classifications Directly Supervised by this Classification (if applicable)	N/A	See Organization chart

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

This individual solves problems related to regulatory compliance of the resident census, Medicare, MDS
Compliance, as well as Medicaid.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Resident census completion and Distribution for the facility.	15	Daily	Mandated by the state to complete resident percentage of occupancy.
2	Resident referrals distribution for the facility.	10	Daily	Maintain resident census
3	Resident Care Conference, scheduling and notification of resident MDS due for the facility.	15	Daily	Mandated to complete Minimum Data Set (MDS), annually, quarterly, and upon change of condition.
4	Take pictures of all residents upon admission and as indicated	10	Daily	Mandated by the state to identify residents.
5	Maintains resident watchmate list and distributes for the facility.	10	Daily	Mandated by the state to provide a safe environment for the residents.
6	Resident tracking of all incidents in the facility.	15	Daily	Mandated by the state to track, trend, incidents to identify problem areas and provide process improvement.
7	Confirms with state transmission report that scheduled MDS completed.	10	Weekly	Mandated by the state to submit MDS, annually, quarterly, and upon change of condition.
8	Maintains resident Logs, graphs per unit reports, communicates through memos varied schedules, distributes and obtains mail.	15	Daily	Schedules mandated by state regulations.

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

N/A

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

This individual solves problems related to: resident census, Resident Care Conference scheduling for the Interdisciplinary Team, resident transfers, admissions and discharges, notifies staff that residents are Medicare skilled and the number of days available, adjusts assessment reference dates, documents Residents on watchmates and notifies other departments.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Census percentage of occupancy	Facility will not get paid for bed hold
MDSs will not be timely, or in compliance	Default to lower payment, non-payment
Residents will be at risk for injury	Facility could be cited for non-compliance, fined
Unable to identify residents	Facility could be cited, fined

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

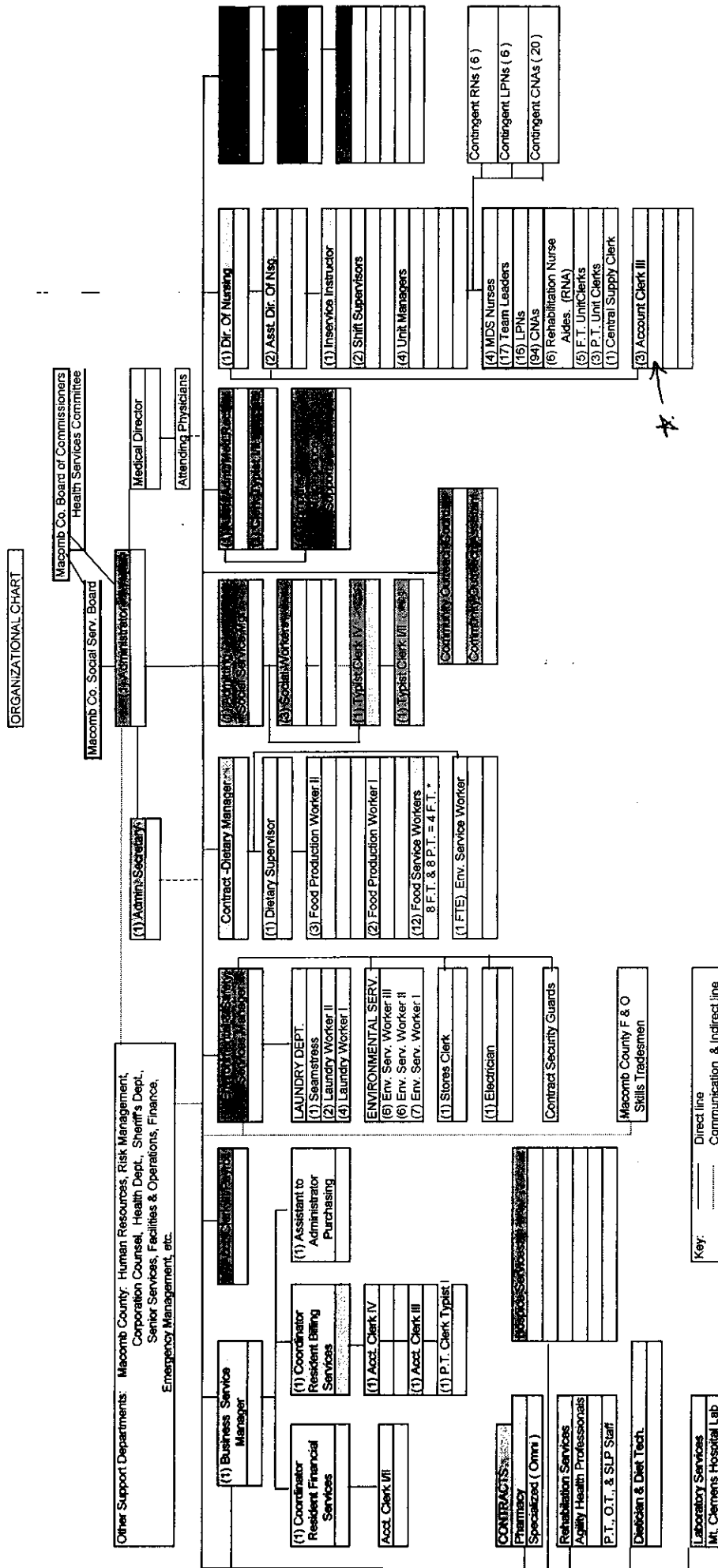
Position/Department	Nature of Contact	Frequency
Unit Clerks/Nursing Department	Obtain resident census, and location of residents.	Daily
Clerk Typist/Social Work Department	Resident admission and location	Daily
Minimum Data Nurses (MDS) Nurses/Nursing Department	Set up Resident Care Conference, Change of Condition, adjust Assessment Reference Date.	Daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The Account Clerk III position is an essential clerical position within the Nursing Department at Martha
T. Berry Medical Care Facility. Duties and responsibilities are required and necessary and cannot be
reassigned.

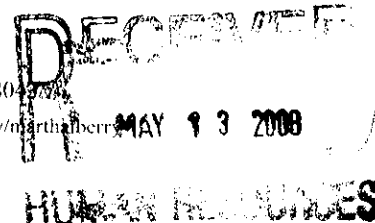
MARTHA T. BERRY MEDICAL CARE FACILITY





Martha T. Berry
Medical Care Facility

43533 Elizabeth Road, Mount Clemens, Michigan 48043-7744
(586) 469-5265 FAX 586-466-7418 www.macombcountymi.gov/martha berry



Josephine Savalle-Dunn, BSN, RN
Administrator

Governing Board
Roger Facione
Penny Hader
James E. Thompson

May 8, 2008

TO: Mr. Eric Herppich
Human Resources- Labor Relations
Macomb County

RE: Reconfirmation of Vacant Budgeted Position for Gail McAlpine

Mr. Herppich:

Please accept my request for reconfirmation of one (1) Administrative Assistant.

Our patient census makes it necessary that we seek the above reconfirmation.

Failure to refill will require additional overtime so as to insure adequate patient care in accordance with established Medical Care Facility standards.

Please note this Facility continues to exercise restraint in requesting vacancy reconfirmation. This restraint is numerally governed by patient census.

This vacancy exists due to retirement of position as of 7/3108.

Josephine Savalle-Dunn
Administrator

cc: personnel file

MACOMB COUNTY BOARD OF COMMISSIONERS

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Leon Drolet - District 26

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MAY 27 2008

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Administrator / Department Head at MTB	1
Same Classification Within Department or Program	None	
Other Classifications Reporting to this Immediate Supervisor	Managers/Supervisors at MTB as well as The payroll clerk and professional consultants	12
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Follow-up with Department Heads on behalf of Administrator for work related assignments and deadlines.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

This position will be responsible for handling daily duties as well as any unexpected interruptions politely And professionally.
This position will be responsible for preparing /compiling required documents for State Surveyors when Required. Functions as a backup to the payroll clerk for vacation coverage. Attends Board Meetings And takes minutes, prepares materials and assures all materials are received and forwarded timely to The board members.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Assists the Administrator in the planning, developing, organizing, implementing, evaluating, and performing administrative procedures.	10%	As Needed	
2	Develop and maintain a good working rapport with inter-department personnel, as well as other departments to assure that adm. services and activities can be properly maintained.	20%	Daily	
3	Schedules appointments, processes mail, answer phones, etc. Keep the Administrator advised of meetings, appointments, as necessary.	15%	Daily	
4	Assist in the establishment and maintenance of Administrative filing system.	10%	Daily	
5	Assure that the office is maintained in a clean and safe manner & that necessary equipment and supplies are maintained to perform required duties.	10%	Weekly	
6	Assist in developing, implementing and coordinating administrative policies, procedure manuals, job descriptions, etc.	10%	As needed	
7	Coordinates staff meetings, conferences, etc. Maintain schedules as appropriate.	10%	As needed	
8	Other related duties and responsibilities that may become necessary or as directed by the Administrator.	15%	As needed	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

N/A

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

- Provides information to residents, family members or staff as needed, or refers them to appropriate Department or agency.
- Makes written and oral reports/recommendations to the Adm. concerning administrative procedures.
- Schedules appointments for Administrator
- Represents the facility at and participates in meetings as required by the Administrator.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Significant impact affecting compliance with regulatory requirements (ie; background checks).	- Citations and civil money penalties (CMPs)
Delays with timely distribution of Facility Policies & Procedures and being provided to department managers.	- Ineffective communication to MTB Dept. managers and staff of new policies and procedures, which could lead to citations and CMPs.
Untimely information to Governing Board Members for monthly meetings and Board of Commissioners Information.	- Disorganization, frustration of Board Members.
Lack of organization and retrieval of Administrative Records.	- Unmet deadlines, inefficiencies, and potential cost impact.
Lack of monitoring of contractual agreements	- Inability to review service changes and cost saving potential.
Untimely responses to grievances	- Non-compliance with Union Agreements.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Residents, Family Members, and other external customers.	Requests for information, concerns, etc.	Daily
Internal Customers: - Staff, Department Managers, Medical Director, Consultants, etc.	Requests for information, concerns, etc.	Daily
County and DHS Customers, other departments: Finance, HR, Risk Management, Corp. Counsel, Board of Commissioners Office, etc.	Requests for information, concerns, etc	Daily

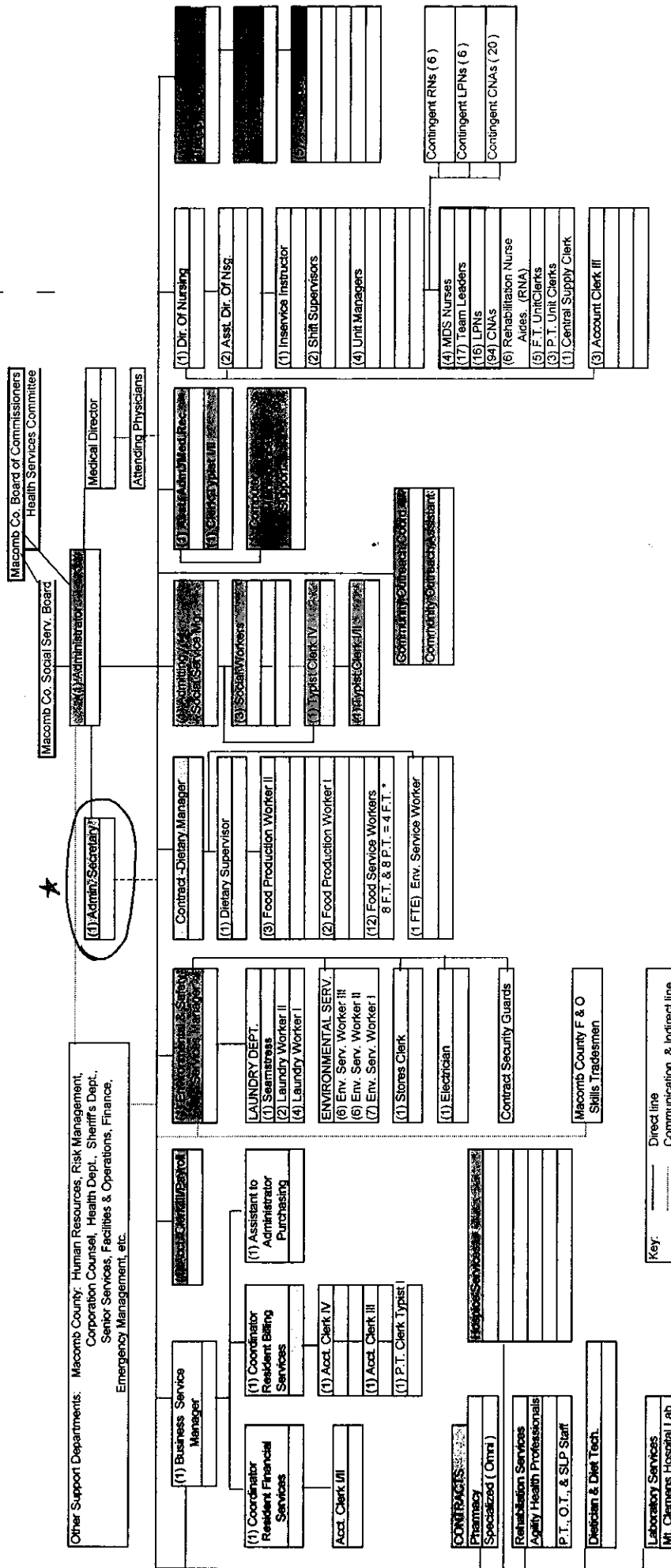
Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The primary purpose of this job position is to perform clerical duties, record keeping functions, administrative detail and follow-up functions to assist the Administrator in meeting the administrative needs of the facility in accordance with current applicable Federal, State and Local standards, guidelines and regulations, and as directed by the Administrator, to assure that proper administrative procedures are maintained at all times.

MARTHA T. BERRY MEDICAL CARE FACILITY

ORGANIZATIONAL CHART



ERIC J. SMITH
MACOMB COUNTY PROSECUTING ATTORNEY

RECEIVED
MAY 28 2008
HUMAN RESOURCES

TO: Eric Herppich, Director
Human Resources Department

FROM: Eric J. Smith, Prosecuting Attorney

RE: VACATED COMPUTER MAINTENANCE CLERK

DATE: May 28, 2008

I am requesting that the Computer Maintenance Clerk position previously held by Cheri Bushman be reconfirmed at this time. My clerical staff is not able to keep up with the ever-increasing workload that my office continues to experience.

Not being able to fill a full-time position due to the mandatory 20-week waiting period for each promotion is creating additional stress and workload on my staff. We currently have three positions in this waiting period.

My clerical staff is already stretched to its maximum. Additional hardship was created by the loss of the full-time Computer Maintenance position that we lost when our Anti-Drug Enforcement Grant funding was taken away. Instead of gaining new positions, or at least maintaining the positions we do have, we are losing positions and having to wait an unreasonable amount of time to fill vacancies.

The clerical staff cannot be depleted anymore.

If you have any questions, please contact my Administrative Assistant, Dawn Mancina, at 469-5642.

EJS:dmm

Macomb County
Position Analysis Questionnaire

RECEIVED
APR 30 2008
HUMAN RESOURCES

Employee Name: CHERI BUSHMAN

Classification Title and Department: COMPUTER MAINTENANCE CLERK - PROSECUTING ATTORNEY

Division/Program Assignment: GENERAL

Describe how this position is funded: 100 % % %
County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

GENERAL CLERICAL POSITION - NECESSARY FOR THE DAY TO DAY OPERATIONS OF THIS
OFFICE.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

GENERAL CLERICAL POSITION - VITAL TO THE ON-GOING MISSION OF PROSECUTING
CRIMINAL CASES IN MACOMB COUNTY.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	OFFICE SUPERVISOR	1
Same Classification Within Department or Program	COMPUTER MAINTENANCE CLERK	16
Other Classifications Reporting to this Immediate Supervisor	ALL CLERICAL WITHIN THE DEPARTMENT	
Classifications Directly Supervised by this Classification (if applicable)	NONE	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

DAY TO DAY ATTENTION TO MULTIPLE ASSIGNMENTS. TIME SENSITIVE DUTIES MUST
BE COUPLED WITH HIGH VOLUME OF DAILY TASKS.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	PRE-COURT EVENT DUTIES	50	DAILY	YES
2	POST-COURT EVENT DUTIES	50	DAILY	YES
3				
4				
5				
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

N/A	WORKLOAD AND DUTIES ARE CONSISTENT WITH AND INCREASE ACCORDING TO THE
	PROSECUTOR'S STATISTICS AS PROVIDED TO THE BOARD OF COMMISSIONERS.

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

MY CLERICAL STAFF SIMPLY CANNOT BE DEPLETED ANY MORE THAN IT IS. WE ARE CURRENTLY
REQUIRING THE NEED FOR TWO (2) TEMPORARY CLERICAL POSITIONS TO ASSIST THE REGULAR
FULL-TIME STAFF, EVEN WHEN AT CAPACITY. ANY VACANT POSITIONS WILL CAUSE OTHER STAFF
MEMBERS TO CHANGE JOB DUTIES AND SPEND THE NECESSARY TIME TRAINING FOR SUCH, TAKING
AWAY FROM THE REQUIRED WORK THAT NEEDS TO BE DONE ON A DAILY BASIS. THERE ARE NO
EXTRA STORES WITHIN MY CLERICAL STAFF TO DRAW FROM WHEN A POSITION IS VACATED. THIS,
AND ALL CLERICAL POSITIONS ARE CRUCIAL TO THE DAY TO DAY OPERATIONS OF MY OFFICE.



SENIOR CITIZEN SERVICES

21885 Dunham Road, Suite 6
Clinton Township, Michigan 48036-1028
586-469-6313 Fax 586-469-5578
macombcountymi.gov/seniorservices

RECEIVED
APR 09 2008
HUMAN RESOURCES

Angela Willis
Director

Karen D. Bisdorf
Assistant Director

TO: Eric Herppich, Interim-Director
Human Resources

FROM: Angela J. Willis, Director *AW*
Department of Senior Citizen Services

DATE: April 8, 2008

SUBJECT: Confirmation to post Paralegal Position

On December 28, 2007, Incoronada Delfuoco retired from her position as Paralegal in the Senior Citizen Services Legal Assistance Program. Pursuant to Full Board resolution of December 13, 2007 all County positions must remain vacant for a period of 20 weeks. The Paralegal position shall be vacant 20 weeks by the time this request is reviewed by Full Board. As such, I am requesting Personnel place this item before the Ad Hoc Committee to confirm my request to post.

The Paralegal position is a vital role in the Legal Assistance Program. The Paralegal is the first contact with seniors who call or come into the office. There are currently two attorneys and one Clerk Typist IV in the Legal Assistance Program handling the day-to-day operations. Further delay in filling the position of Paralegal would cause a hardship on the legal services provided to the seniors of Macomb County.

Attached is the completed Vacant Budgeted Position form as well as the Position Analysis Questionnaire.

Thank you for your anticipated cooperation.

Cc: Shirley Cushing, Attorney -- Legal Assistance Program

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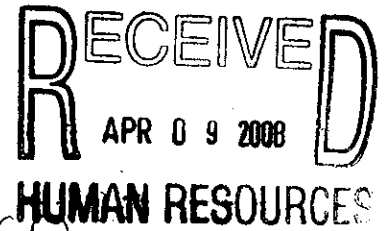
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Paul Gielegem - District 19
Kathy Tocco - District 20

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Leon Drolet - District 26

Macomb County
Position Analysis Questionnaire



Employee Name: VACANT Incorporada Deifudob

Classification Title and Department: Legal Assistant/Paralegal
Senior Services

Division/Program Assignment: Legal Assistance Program

Describe how this position is funded: X % % %
County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

The primary purpose of the Legal Assistant/Paralegal classification is to provide support to the Legal Assistance Program Attorneys. The Legal Assistant/Paralegal conducts the initial interview of senior citizen clients, obtains demographic information and gathers facts to assist the attorneys in determining the legal issues so proper assistance can be given. The Legal Assistant/Paralegal also inputs the client information into the Program's database so accurate and timely reports can be made.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The Legal Assistance Program provides legal assistance, without charge, to the senior citizens of Macomb County focusing on the most socially and economically in need. The assistance includes advice and counsel, review and preparation of documents and representation in court and administrative agencies. The Legal Assistance Program is placed within the Department of Senior Services to provide assistance to the senior citizens of Macomb County.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Managing Attorney	1
Same Classification Within Department or Program	NONE	0
Other Classifications Reporting to this Immediate Supervisor	Staff Attorney (1) Legal Secretary (1)	2
Classifications Directly Supervised by this Classification (if applicable)	NONE	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

None

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

The typical work situation involves obtaining pertinent information from senior clients who are vulnerable and in stressful circumstances.

This requires a trained, skillful listener who can obtain and relate information while being compassionate and understanding in a professional manner;

Legal educational/background to analyze facts to determine legal issue; and

Ability to surface relevant facts by directed questioning.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Interview clients in office and on the telephone	40	Daily	
2	Question and determine facts of legal problem	20	Daily	
3	Research and preparation of memoranda	6	Daily	
4	Organize Files and client logs	7	Daily	
5	Maintain statistical data base and maintain office confidential files	7	Daily	
6	Coordination of pro bono referrals as directed	5	Weekly	
7	Convey information to clients as directed by attorney	10	Daily	
8	Prepare and mail legal information packets for client education	5	Daily	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

The Legal Assistance Program functions as a team and provides monthly reports to the Department of Senior Citizen Services and Quarterly reports to the funding sources. The reports integrate the work of a 4 person office. Enclosed are year-end statistics of clients served for 2005, 2006 and 2007.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The Legal Assistant/Paralegal is prohibited from the practice of law under the Michigan Bar Rules of Professional Conduct. Thus, a Legal Assistant's work must always be supervised by a licensed attorney who is responsible for all work done by this legal Assistant/Paralegal and to ensure his/her conduct is compatible with the professional obligations of the lawyer-supervisor.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Reduction number of Clients Served	An office without a Legal Assistant forces the
Reduction of Client telephone calls	attorneys to do paralegal work rather than using
Reduction of satellite office services	attorney skills and resources as lawyers.
Reduction of community presentations	Senior Legal Education presentations will be limited
	Also, the secretarial work time is affected.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Senior Citizens who rely on this County legal service	Interview to assist w/legal problems	Daily
County Agencies	Referrals for specific surfaced needs	Daily
State & Federal Agencies	Obtain information on behalf of clients	Daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The position of Legal Assistant/Paralegal in the Legal Assistance Program is of such importance to the two attorneys for support that all legal work will diminish because of the ever increasing senior population's demands. The program's growth testifies to the value of 4 persons and assuredly will diminish if this position remains unfilled due to the constant demand for attorney time.

2008

Board of Commissioners

Senior Citizens Committee

Angela Willis
Director

Karen D. Bisdorf
Assistant Director

Senior Secretary
Dana Lazebko

Clerk Typist IV
Robin Auten

Council on Aging

Victim Liaison
Mary Misuraca

Center Mgr.
Kathy Cici

Prog. Developer
Cathy Wilson

Pres. Drug Clerk (PT)
(Senior Pres. Drug Plan)
Amber Pitrago

Pres. Drug Clerk
(PRN Program)
Colleen Burns

Disability Specialist
Kathy Savinsky

Counselor III
Roberta Knapp

Info. & Ref. Spec.
Sue Meyers

Adult Day Service Program
Program Supervisor
Kathryn Ann W. Kozlinski

Legal Assist. Prog.
Managing Attorney
Shirley A. Cushing, Atty.

22 Volunteers

Title V Prog. AAA I-B Employees
4 PT Aides at Senior Center
3 PT Aides in Adult Day Care

Counselor (PT)
Linda Savoyard

Counselor (PT)
Sharon LeDuc

Grandparents Raising Grandchildren
Coordinator (south area) Mary Potts

Grandparents Raising Grandchildren
Coordinator (north area) Christine Sine

Grandparents Raising Grandchildren
Childcare Supervisor Melissa Hatton

Clerical Support (PT)
Ann Wagner

Program Secretary
Joy Roark-Dumire

Activity Coord.
Maria Sikora

Program Assistant
Theresa McFarley

Program Aides-PT
Darlene Preston
Lora Pomaville
Darlene Preston

Students/Volunteers

Program Coordinator
Sylvia McNabrey

Activity Coord.
Michelle Thies

Program Assistant
Linda Wilemski

Program Aides-PT
Peggy Eddy
Terry Kramer
Jane Gillespie
Antoinette O'Neill

Students/Volunteer

Attorney
Thomas G. Hartwig

Paralegal

Clerk Typist IV
Donna Alexander

Volunteer (1 PT)

****Senior Citizen Services Committee 2008**
Commissioner Paul Gielegern, Chairman
Commissioner Sue Rocca, Vice Chair
Commissioner Jonathan Switalski
Commissioner Betty Slinde
Commissioner Don Brown
Commissioner Kathy Tocco
Commissioner Susan Doherty
Commissioner Philis DeSaele
Commissioner Ed Bruley
Commissioner William A. Crouchman (ex-officio)

* Vacant Position

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

CLERICAL EMPLOYEES MUST DETERMINE THE ORDER IN WHICH THEIR ASSIGNED DUTIES
MUST BE PERFORMED, ACCORDING TO THE URGENCY OF THE TASK, AND PLAN THEIR
DAILY SCHEDULES ACCORDINGLY.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
SLOW DOWN OF WORK PRODUCT	ADJOURNMENTS, DISMISSALS, RE-DOING WORK
PROSECUTOR NOT ABLE TO DO HIS JOB	IMMENSE CONSEQUENCES (ESP. TO VICTIMS)

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
COURT CLERKS/STAFF	MULTIPLE	DAILY
JAIL STAFF	PRISONER INFORMATION	DAILY
DEFENSE ATTORNEYS	MULTIPLE	DAILY